



EDUCATION | CHARACTER DEVELOPMENT | LEADERSHIP

FAMILY HANDBOOK

The mission of Pro Kids | The First Tee of San Diego is to challenge underserved youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

City Heights Colina Park Campus

4085 52nd Street
San Diego, California 92105
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Oceanside Ely Callaway Campus

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www.thefirstteesandiego.org

Welcome to Pro Kids | The First Tee of San Diego!

We are excited to welcome you and your youth member to the Pro Kids family. Joining Pro Kids | The First Tee of San Diego is a privilege and responsibility. We aim to provide a safe, enriching environment where each member can thrive. While golf is at the heart of what we do, our programs are designed to **build champions of life**. This handbook is aimed to help member families understand our system. If you have questions that are not answered in this handbook, please see one of our staff members.

Our Mission

The Pro Kids mission is to challenge underserved youth to excel in life by promoting character development, life skills, and values through education and the game of golf. We aim to hook our members on golf as a life-long amateur sport, teach them how the rules of the game can be applied to everyday life, and empower them to excel in school, to develop successful careers, and to become leaders in their communities.

Our History

Founded by Ernie H. Wright in 1994, Pro Kids Golf Academy, Inc. started as a not-for-profit organization operating the Colina Park Golf Course in the City Heights neighborhood of San Diego. In 1997, Pro Kids was used as one of the models for The First Tee organization and later designated Pro Kids | The First Tee of San Diego. In 2012, Pro Kids opened a second campus in Oceanside. Through golf and Learning Center programs, Pro Kids offers its members access to golf and life skills instruction, educational workshops, vocational field trips, tutoring, community service opportunities, college preparation support, and renewable college scholarships. Since 1999, Pro Kids has awarded more than \$2 million in college scholarships to its members.

Hours of Operation

The **City Heights Campus** operates in cooperation with The Colina Park Golf Course. The course is open for public play daily (with the exception of some holidays) from 7:00 am – 6:00 pm. Pro Kids operates supervised youth programs at this facility, Monday – Friday, 1:00 – 6:00pm and Saturday, 9:00am – 12:30pm.

The **Oceanside Campus** is open to members only. The hours of business operation are Monday – Saturday, 10:00 am – 6:00 pm. Pro Kids operates supervised youth programs at this facility Monday – Friday, 1:00pm - 6:00pm and Saturday, 10:00am – 2:00pm.

For a detailed calendar of class and program offerings at both locations, please pick up a monthly calendar from the front counter or download one from our website, <http://thefirstteesandiego.org>.

How to Join Pro Kids

Age Requirement

Pro Kids is open to all youth, ages 7-17. (18 is accepted if enrolled in high school)

Process and Forms

To become a member, a parent/guardian must complete an online or paper application for each potential member. All payments and fee waiver evidence can be submitted on site or online for final membership approval.

There are two ways to access and submit our application:

- Apply online! Visit one of the following web addresses and complete the form:
 - English: <http://www.tfaforms.com/338478>
 - Spanish: <http://www.tfaforms.com/355780>
- Complete a paper application, available at both locations.

Make Payment or Apply for Fee Waiver:

- Annual one-time payments and fee waiver requests can be made onsite. We accept checks, money orders, cashier's checks, and credit/debit cards.

- Annual and monthly payments can be made online with a credit/debit card. Once you have submitted your registration form, an email will be sent detailing next steps and payment options.

CHOOSE YOUR MEMBERSHIP PLAN	
Membership will be renewable on the anniversary of your registration date each year	
One year of membership includes the following benefits:	
<ul style="list-style-type: none"> • Access to golf and life skills classes, professional golf instruction, use of golf course and practice areas, custom fit golf equipment. • Access to field trips and golf trips, community service projects. • Scheduled tutoring and career and college prep. • Membership may also include additional access, at no added cost, to specialized programs including the Pro Kids Academy, the SMASH Lab STEM program, college road trips, First Tee and Pro Kids Trip and Travel programs, and the Pro Kids Scholarship opportunity. <i>These programs require an application to be considered for admission.</i> 	
<input type="checkbox"/>	PLAN A*: \$250 one-time payment (<i>Payment can be made online with a credit/debit card or in person with a check</i>)
<input type="checkbox"/>	PLAN B*: \$25 month-to-month payment (<i>Monthly payments are available online only</i>)
<i>*Additional siblings may be eligible for a membership discount upon site director's approval.</i>	
<input type="checkbox"/>	ERNIE'S PLAN: Fee waiver request; please donate if you are able!
Fee waiver requests require documentation of any of the categories noted below. We encourage families who are requesting a fee waiver to make a donation of any size if they are able.	
_____	PROVISION 2 SCHOOL: Attends a Provision 2 School (Requires proof of Enrollment)
_____	MILITARY: Parent/guardian is an active or retired member of the United States military/Veteran
_____	FREE AND REDUCED LUNCH: Individual/family qualifies for Free or Reduced Lunch Program (Requires evidence). Note: Households who receive Food Stamps, CalWORKs, Kin-GAP, FDIPIR, or Life Line benefits also qualify.
_____	SPECIAL CIRCUMSTANCES: A letter regarding a special circumstance, explaining the need for a fee waiver is attached.
Documentation accepted to request fee waiver: _____ (Admin Initials)	

Approval

Registration forms will be processed and approved with the appropriate payment or documentation within 7-10 business days. Membership cards will be ready at the chosen home course. If a member misplaces a card they may receive ONE replacement card at no charge. All additional replacement cards will be charged at \$3.00 or 15 PRO points.

Orientation

Attendance is required for New member parents/guardians. Orientation is an opportunity to learn about the benefits as well as the responsibilities for both you and your registered member. You also have the opportunity to ask questions and understand the culture and purpose of our program. Orientation is held in **City Heights** on the first three Saturdays of every month, at 11:00 am. Orientation is available in Spanish by appointment. In **Oceanside**, orientation is by appointment, or as scheduled. Check our website for an updated schedule.

Membership Cards and Checking In/Out

Our members are expected to practice personal responsibility. All members must check in when arriving to and out when departing from Pro Kids. In addition, each member will check in for class, an event, or special activity. Members must present their membership card when checking in and out.

**If your youth member regularly does not have their membership card or there are repeated incidents of not checking in or out, they may not be allowed to participate in Pro Kids activities and events.*

Pro Kids Levels, Access, and Privileges

Starting Level One

Regardless of skill, all new members start at Level One. Just like parents/guardians, new members must learn about Pro Kids, too! Before jumping into the full program, members must attend a designated number of Level One classes and participate at least once in the learning center. Once the member passes the Level One certification which includes a written and playing ability test, they may advance to Level Two. Please let us know if your child needs accommodation for test taking.

This system has been implemented to motivate and prepare our youth members for success. Committing to and understanding the culture of Pro Kids helps all members feel more connected and welcome. In addition, learning the basic practical and life skills associated with golf is a core part of our program.

Our group golf instruction uses a combination of The First Tee curriculum and Pro Kids developed curriculum. It is structured to fit a player's golf ability while also delivering life skills. Communication, conflict management, healthy lifestyle habits, and goal setting are all central components of our life skills program.

Level One Required Classes:

- Elementary School (1-5 grades): Nine classes
- Middle School (6-8 grades): Six classes
- High School (9-12 grades): Three classes

Pro Kids Level System

To test out of a specific level, a member will be required to complete a written and playing ability test as well as meet certain participation and skill requirements. Written tests may be taken at any time upon staff member approval and must be successfully passed, along with meeting the other requirements, prior to registering for the playing ability tests. At the **City Heights** campus, playing ability tests are usually offered on the second to last Saturday of the month (refer to the monthly calendar for confirmation). At the **Oceanside** campus, playing ability tests are available by appointment or as scheduled. To learn more about the certification process, please ask the front desk for more information.

Continuing Levels 2 and Up

As members level up, they may have additional opportunities to participate in specialized programs and events, as well as gaining privileges to course and clubhouse amenities.

**These privileges may be revoked if members do not model the code of conduct.*

Golf and Life Skills Program

Pro Kids' traditional golf and life skills program is based on The First Tee curriculum and philosophy. This program consists of interactive golf classes designed to meet members at their golf skill level as well as teach essential life skills. Members may participate in the appropriate level class each week. There may be opportunities to participate in enrichment workshops, field trips, community service, vocational information, and social development. Enrichment may not always include golf.

Members will need to sign up ahead of time to ensure space in classes and other enrichment opportunities. Classes are available Monday – Saturday each week, depending on location and clubhouse/course schedule. Please see the Golf and Life Skills calendar for more details.

Pro Kids Academy

The Pro Kids Academy is an attendance-based after school program. Academy members will make a commitment to join a grade level team led by a Youth Development Leader. Math, literacy, science, and arts enrichment will be taught, through the game of golf, supporting the common core standards.

Family connection and support is key. Pro Kids will host family events to keep parents/guardians informed and engaged.

The Academy program is and available Monday – Friday, during the academic school year. We encourage all academy members to attend as much as possible, being able to commit to a minimum of two days per week. Members must apply for and receive approval to join this program. If the program is at capacity, members will be placed on a wait list.

Pro Kids Track Program

The Pro Kids Track Program is designed for members Level 5+ who attend high school. Members can choose between Competitive, Business, and Engineering tracks. Each track has curriculum designed to last 4-6 weeks.

Pro Kids Level Chart

Pro Kids Levels	Privileges Earned	Golf Skills	Life Skills	First Tee Equiv.
LEVEL 1 (7-8 years)	<ul style="list-style-type: none"> Level 1 Golf Class Access (sign up) Level 1 specific Workshops (sign up) Access to Homework Club 	<ul style="list-style-type: none"> Complete 6-hole putting course in 18 strokes or less Complete 4 holes at Pro Kids during PAT Demonstrate proper Golf Etiquette 	<ul style="list-style-type: none"> Honesty Integrity Sportsmanship Respect Confidence Responsibility Perseverance Courtesy Judgment 	PLAYER
LEVEL 2 (9-10 years)	<ul style="list-style-type: none"> Opportunity to join PK Academy Supervised access to Golf Course Putting Green without supervision Ability to earn points Access to educational Field Trips Access to Community Service 	<ul style="list-style-type: none"> Complete 6-hole putting course in 16 strokes or less Complete 3-hole up and down course in 12 strokes or less Hit 1 of 5 greens from 50yds Hit 1 of 5 fairways from 75yds Score 45 or less at Pro Kids during PAT 	<ul style="list-style-type: none"> Patience Humility Loyalty Commitment Kindness Discipline Accountability Bravery Forgiveness 	PAR
LEVEL 3 (11-12 years)	<ul style="list-style-type: none"> Independent access to Golf Course Ability to play EOM Tournaments Ability to attend off site golf trips Access to choice time computer use Independent access to driving range Limited Youth on Course Card (Saturday Golf Outings) Eligible for Junior League Team (9-13) 	<ul style="list-style-type: none"> Complete 6-hole putting course in 14 strokes or less Complete 6-hole up and down course in 21 strokes or less Hit 2 of 5 greens from 75yds Hit 2 of 5 fairways from 100yds Score (2) 81 or less on 18 holes at PK Score (2) 63 or less on 9-hole course 	<ul style="list-style-type: none"> Playing by the Rules Etiquette of Golf Dreams and Goals Practice with the 4 R's 	BIRDIE
LEVEL 4 (13-14 years)	<ul style="list-style-type: none"> Access to the Simulator Room Eligible for Pro Kids Leaders board Ability to take Level 2 on the course Supervised Youth on Course Card (with parents and volunteers only) 	<ul style="list-style-type: none"> Complete 6-hole putting course in 12 strokes or less Complete 6-hole up and down course in 18 strokes or less Hit 4 of 8 greens from 100yds Hit 4 of 8 fairways from 150yds Score (3) 72 or less on 18 holes at PK Score (3) 54 or less on 9-hole course 	<ul style="list-style-type: none"> Using STAR SMART goals Having a Go-To-Team Appreciating Diversity 	EAGLE
LEVEL 5 (14-17 years)	<ul style="list-style-type: none"> Independent Youth on Course (13+) Access to the Pro Kids Track Program Chipping and pitching on course Eligible for Home & Home events 	<ul style="list-style-type: none"> Minimum requirement for all tracks: Score (3) 50 or less on 9-hole course Competitive Track: Finish Top 3 EOM & score 79 or less in competition 	<ul style="list-style-type: none"> Mentorship Compassion Proactivity Resiliency Study Habits 	ACE
LEVEL 6 (15-17 years)	<ul style="list-style-type: none"> Priority for nomination for certain outings and golf trips One week internship as part of the track program 	<ul style="list-style-type: none"> Minimum requirement for all tracks: Score (3) 50 or less on 9-hole course Competitive Track: Finish 1st EOM & score 75 or less in competition 	<ul style="list-style-type: none"> Leadership Continuous Learning Networking Public Speaking 	PLAYER FOR LIFE
LEVEL 7 (16-17 years)	<ul style="list-style-type: none"> Independent Study Country Club access (limited) 	<ul style="list-style-type: none"> Minimum requirement for all tracks: Score (3) 50 or less on 9-hole course 	<ul style="list-style-type: none"> Social Awareness Collaboration Dependability Giving Back 	PLAYER FOR LIFE

Point Reward Opportunity (PRO) System

As founder Ernie H. Wright said, "Golf is the hook; education is the payoff." Pro Kids strives to help our members grow into well-rounded individuals; creating champions of life, through the game of golf. Our point system, or Point Reward Opportunity (PRO), supports this concept.

Beyond the initial membership fee, additional opportunities may be available at no added cost. Kids in Level 2+ may participate in such opportunities by using our PRO system. Taking part in educational programs and community service allows members to earn PRO points which they can use to play golf, rent the simulator, buy equipment and apparel, and attend special field trips. This system incentivizes exposure to new cultures, vocations, and skills while allowing members to practice saving and budgeting. It also rewards them for their hard work in school.

The exact number of points a member earns varies by the type of participation. PRO points are recorded and maintained for each member in our computer database. It may take up to one week following an event or the submission of a report card/progress report before points are credited to a member's account.

Ways to Earn Points

- Presenting report cards and progress reports
- Reaching a new level of golf certification
- Attending educational workshops or field trip
- Participating in Pro Kids community service
- Completing Pro Kids academic assignments
- Representing Pro Kids at a special event or speaking engagement

Ways to Spend Points

- Rounds of golf
- Use of golf simulator
- Computer use
- Entry in monthly tournaments
- Off-site golf outings
- Golf equipment and apparel
- Fun field trips

**Only members who are in Level 2+ are eligible to earn or spend PRO points.*

Code of Conduct

Pro Kids | The First Tee of San Diego's Code of Conduct expects members to **RESPECT**:

- Themselves
- Others (Pro Kids staff, volunteers, members, parents, and the public)
- The facility (golf course, clubhouse, equipment, property of others, parking lot, etc.)
- The game of golf (through proper etiquette and rules)
- Their community

**Staff and volunteers are also expected to model the code of conduct and therefore respect for our members.*

Clubhouse Rules

- Walking, keeping hands to self, using appropriate language and tone of voice are always expected of all members.
- Playing with any golf equipment (clubs and balls) must take place on the golf course only!
- The simulator may only be used with supervision or specific permission.
- Staff-only areas include behind the counter, office spaces, kitchen, and storage closets.
- Personal golf clubs must remain outside of the clubhouse.
- All borrowed golf equipment must be returned to its proper location.
- Food and beverages must be consumed outside.
- Bathroom safety rules and care for the bathroom key is the responsibility of all members.

Golf Course Rules

- Level 3+ members may play the course independently.
- All members must check in with golf staff before using any areas.
- Members must follow the time and tee assignment of the front desk staff.
- Independent practice must be supervised or approved by a golf professional.
- Groups of four are the largest groups allowed on the course.
- Proper golf safety and etiquette must be maintained at all times on the course and in practice areas.
- Use of street vehicles (bikes, skateboards, roller blades, etc.) must be used in appropriate areas outside Pro Kids' property.
- Use of golf equipment (clubs or balls) must remain on the course.
- Members must replace divots and fix ball marks on course.
- Members must play from designated tee boxes.

Discipline System

Pro Kids members are always expected to follow the rules and our code of conduct. The following is a brief outline of the discipline system. Oceanside and City Heights have unique systems. If you have questions, please ask the Site Program Director.

- Verbal warning by staff
- Immediate removal from facility or off-site activity (must be picked up by parent if not designated to walk home).
- Suspension from program

**Based on the severity of the behavior, the Site Program Director will determine suspension.*

